

**BOARD OF DIRECTORS – ACTION SUMMARY**  
**Thursday, February 14, 2008 – 6:00 p.m.**

**Administration Building – Board Chambers**  
**2101 Hurley Way, Sacramento, CA 95825**

**CALL TO ORDER**

The meeting was called to order by President Trujillo at 6:10 p.m. Board Members present: Clark, Goold, Granados, Jones, Lawson, Trujillo, Valley. Directors Engellenner, Kelly, absent. Staff: Fire Chief Mette, General Counsel Margarita, Board Clerk Tilson.

**PLEDGE TO FLAG** led by the Girl Scouts of Tierra Del Oro.

**METRO CABLE 14 ANNOUNCEMENT**

The open session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Saturday, February 16 at 2:00 PM and Monday, February 18 at 6:00 PM on Channel 14; Webcast at [www.sacmetro cable.tv](http://www.sacmetro cable.tv). A VHS copy is also available for checkout from any library branch.

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN  
DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA**

**CONSENT AGENDA:**

**1. Board Meeting Action Summary—January 24, 2008**

- **Board Action:**  
*Clark/Granados—approve the Consent Agenda. ROLL CALL: Directors Clark, Goold, Granados, Jones, Lawson, Trujillo, Valley, AYE. Directors Engellenner, Kelly, absent. Motion carried.*

**ACTION ITEM(S):****1. Resolution No. 33-08—Amending Resolution No. 07-07 Affecting Non-Safety Senior Management, Management and Unrepresented Confidential Employees—(Sponable)**

- Staff recommended the adoption of the resolution as previously discussed for the addition of the two positions of Grant/Economic Development Manager and Day Staffing Specialist; a 5% Out-of-Class day salary increase determined solely by the Fire Chief with criteria that the employee shall work Out-of-Class for 30 days or more in a higher job classification; deletion of the Continuing Education benefit for Years 2008 and 2009 – issue to be readdressed when the District revenues improve and equity provisions can be funded.

An additional modification was recommended to move the position of Accounting Supervisor from Section D to Section C, FLSA Exempt.

- **Board Action:**

*Granados/Clark—adopt the resolution with the additional modification. ROLL CALL: Directors Clark, Goold, Granados, Jones, Lawson, Trujillo, Valley, AYE. Directors Engellenner, Kelly, absent. Motion carried.*

**2. Resolution No. 34-08—Authorize Transfer of Funds for Real Property Purchase – Central Administrative Center—(Sponable)**

- Staff recommended adoption of the Resolution to modify the current 2007/2008 Final Budget and authorize the appropriation of \$7 million from two of the Capital Improvement Reserves for the purchase of a building to serve as a consolidated Administrative Center for the District at 10971 Sun Center Drive, Rancho Cordova.

- **Board Action:**

*Granados/Lawson—adopt the resolution. ROLL CALL: Directors Clark, Goold, Granados, Jones, Lawson, Trujillo, Valley, AYE. Directors Engellenner, Kelly, absent. Motion carried.*

**3. Resolution No. 35-08—Transfer of Funds – Facility Maintenance—(Teich)**

- Staff recommended adoption of the Resolution authorizing the transfer of \$100,000 allocated previously for Station Gates and Fencing from Account 4202 (Improvements-Other Than Buildings) into Account 4201 (Structures and Improvements) to fund the cost of completing the kitchen remodel at Station 106 and a bathroom upgrade at Station 109.

- In response to Director Lawson's concern with a need for fencing at Station 33, Facilities Manager Teich stated a standard is being worked on tied to the access control which currently is not funded. Eventually all stations, where possible, will have security fencing.

Fire Chief Mette stated staff will look at this issue.

- Director Granados recommended setting aside contingency fees for Capital building projects.

Finance Director Sponable stated the budget contains Contingency Reserves and any large expenditure would come back to the Board.

- **Board Action:**  
*Goold/Lawson—adopt the resolution. ROLL CALL: Directors Clark, Goold, Granados, Jones, Lawson, Trujillo, Valley, AYE. Directors Engellenner, Kelly, absent. Motion carried.*

#### 4. **Resolution No. 36-08—Declaring Technical Services Equipment As Surplus—(Slobodnik)**

- Staff recommended the Board adopt the Resolution declaring a list of specific computer and telecommunications equipment as surplus. Due to the age and condition of the equipment, it is not recommended that it be donated to charitable organizations. Appropriate steps will be taken to ensure disposal of the equipment at a designated e-waste facility.

- **Board Action:**  
*Goold/Granados—adopt the resolution. ROLL CALL: Directors Clark, Goold, Granados, Jones, Lawson, Trujillo, Valley, AYE. Directors Engellenner, Kelly, absent. Motion carried.*

#### 5. **Purchase of VHF Radio Communications Equipment—(Slobodnik)**

- Staff recommended the Board authorize the purchase of 110 Bendix King VHF portable radios from Silverado Avionics Inc. in the amount of \$102,981.58 for the last phase of a District-wide replacement plan.

The initial purchase was made in the 2006/2007 Fiscal Year. Funding is provided in the 2007/2008 budget. This purchase will be made utilizing contract 1-04-58-03 that was competitively bid by the State of California and awarded to Silverado Avionics Inc. It offers a cost-savings of approximately \$10,000 - \$13,000.

- President Trujillo requested bids made to the State be made available, if possible, on tag-on bid purchases.

Finance Director Sponable stated Purchasing can require this be provided and made a reference to in the future.

- **Board Action:**  
*Clark/Goold—approve the staff recommendation. ROLL CALL: Directors Clark, Goold, Granados, Jones, Lawson, Trujillo, Valley, AYE. Directors Engellenner, Kelly, absent. Motion carried.*

## PRESENTATION ITEMS(S):

### 1. **Update by ViP Consulting on Information Technology Division Evaluation—(Catherine Baganz/Brian Fitzgerald)**

Catherine Baganz introduced Brian Fitzgerald, the Director of Management Consulting for ViP.

Ms. Baganz gave a PowerPoint presentation on the IT Division evaluation:

- Project purpose is to conduct an analysis of the Technical Services Division in regard to performance, workload and staffing, customer service, and technology.
- Cited observations made to date through staff interviews, site visits, and review of tools and equipment, both hardware and software:
  1. The vacancy of the IT Manager position is resulting in a lack of long-term planning and authorization to make strategic decisions.
  2. Communications were effective within the Technical Services Division and improving throughout the District; outlined further recommendations for improvement.
  3. Policies and Procedures for Technical services needed to be updated and approved.
  4. General Workload and Trends:
    - Comparative study of three comparably sized organizations is in progress.

- Initial assessment indicates the number of servers supported and services provided has at least doubled in the last 7 years, with no net increase in staff.
- At least 50% of the daily workload is spent on project work.
- Projects lack prioritization; lack of efficient management is resulting in delays; communication, quality suffers.

5. Disaster Recovery -

- No plan in place for any services provided by the Technical Services group with the exception of tape backups stored off-site.
- No redundancy site identified or plans to create one when moving to the new building.

Director Lawson noted that the District is focused on disasters and planning needs.

- Backup generators are located at some but not all stations, with the capability to provide energy for only a few hours.
- If the Hurley location was rendered unavailable, users would not have access to most applications including e-mail, Firehouse, and Telestaff.

Next Steps –

- Analyze survey results
- Complete interviews
- Perform comparative study on like agencies
- A second appearance before the Board with some results of the assessments
- Third appearance to deliver the final report and recommendations anticipated the first week of April

**PRESIDENT'S REPORT—(Trujillo)**

- Requested to meet briefly with the members of the Executive Board after the meeting.

**FIRE CHIEF'S REPORT—(Mette)**

- February 6 – attended the swearing-in ceremony for the new Sacramento City Fire Chief Ray Jones.
- March 12, 11:30 a.m. to 1:30 p.m., Rancho Cordova City Hall – Sacramento Metropolitan Fire District's 2008 Awards Luncheon. Awards include 25, 30 and 35 Years of Service, two Employees of the Year, Media and Peer Recognition, Medal of Valor recipients, and Company and Employee Commendations.
- February 19 – Assistant Chief Greg Mugartegui will be honored as the Firefighter of the Year by the Rancho Cordova Rotary Club at a luncheon at the Elk's Lodge in Rancho Cordova.
- Sacramento Metropolitan Fire District firefighters from Station 32 and 55 were involved in the production of a U. S. Forest Service public service safety film entitled Everyone Goes Home Alive.
- February 15 through 18 – Firefighters Burn Institute's 2008 "Fill the Boot for Burns." For the first time, there will be a Fire Chief's Challenge tomorrow from 2:00 p.m. until 4:00 p.m. and encouraged everyone to put the money in his boot.
- Since the first of the year, two newborn infants have been dropped off at local firehouses. In 2007, KCRA 3 and Sacramento Metropolitan Fire District produced a one-minute public service announcement (PSA) to educate the public regarding the Safe-Place program that most fire stations take part in which allows a mother to legally surrender her newborn baby. Prior to the airing of this PSA two months ago, no infants had ever been dropped off at firehouses in the Sacramento area.

Chris King, a producer with KCRA 3, put the PSA together. Captain Christian Pebbles was the primary Public Information Officer involved. The one-minute film clip was shown.

- At the request of President Trujillo, Fire Chief Mette gave a brief historical background of the Firefighters Burn Center. Monies raised from fund raising events go directly to the Burn Center and are used for programs such as the Burn Camp each summer at Lake Tahoe for children ages 6 – 18; a Retreat for adult burn survivors; and building the new wing at UC Davis Medical Center which will be opening soon.
- April 29 and 30, 2008 – CFCA and FDAC Legislative Action Days – save the dates.

- Letter of appreciation received from the Charles Jones Skills & Business Education Center for donation of an ambulance to the school.
- **OPERATIONS DIVISION REPORT –**  
Deputy Chief Geoff Miller reported on the following:
  - Incident Report –**  
Twelve working structure and four grass fires, and a technical rescue of a dog stuck in a drain pipe since the last Board meeting.
  - Combat Challenge –**  
Arrangements are being made for the participants to be present at a future Board meeting.
  - Guns and Hoses Football Game –**  
The District finally won its first victory 9-6 and arrangements will be made to have the Metro players come to a future Board meeting.
  - 2008-2009 Training Division 2-Year Work Plan** distributed to the Board.
  - Citizen and Law Enforcement Assists –**  
Two off-duty personnel, Phil Allen and Rich Stapp, assisted a family involved in an auto accident.  
  
Letter received from Mercy San Juan acknowledging Paramedic John Schanzenbach and EMT Fred Wuddell for their professional manner in handling a fatal child drowning.  
  
A Mrs. Pickman called thanking our crews for their professionalism and care when they came to her house.
- **SUPPORT SERVICES DIVISION REPORT –**  
Deputy Chief Jim Eastman updated the Board on the various divisions:
  - Information Technology –**  
XP deployment complete at Administration, Shop, Training, and other sites; pager program completed; Nextel i335 cell phone replacement started; surveyed several pallets of old equipment.
  - Fleet Division –**  
Three new engines at Golden State should be relocated to Fleet within the next two weeks; all six medics are now at Fleet; preparing Shop for hosting the Fire Mechanics Academy at the end of March.
  - Logistics Division –**  
Working with the Air Show coming up March 15 and 16 at Mather; tables, support for the boot drive at Sunrise Mall; inventory system to manage equipment and supplies.

- **Facilities Division –**  
Station 106 kitchen remodel and Station 58 pavement improvements underway; Station 111 completed.
- **New Construction – Project Manager – Pat Monahan**  
Wrapping up Station 111 issues; Station 29 construction is off the ground; Station 68—working on a lease extension for the temporary location; working with Rancho Cordova on demolition of properties near Station 61; met with appraisers for evaluation of property that the County is taking along 8101 Bradshaw Road; working through “due diligence” procedures for acquisition of 10971 Sun Center Drive-obtained a “Conditional Assessment” document working with Vanir.
- **Community Risk Reduction –**  
Attended Orangevale Community meeting on traffic calming; working on Opti-Solar project – new business coming in the McClellan area; working with race organizers for In-Line Skating Competition Event coming to Rancho Cordova with an expected 1,000 competitors; Fire Codes were adopted District wide; motel/hotel inspections have been added back to Code Enforcement staff.

#### **GENERAL COUNSEL’S REPORT—(Margarita)**

- Thanked Battalion Chief Arend for a great presentation from his division.

#### **COMMITTEE AND DELEGATE REPORTS:**

##### **Executive Committee—(Trujillo)**

- Executive Committee to schedule a meeting date after adjournment tonight.

##### **Communications Center Delegate—(Valley)**

- Reported on the last meeting and the status of the City of Sacramento’s participation in the JPA.
- Next Meeting: Monday, February 25, 2008 – 1:00 PM

##### **California Fire & Rescue Training Authority—(Kelly)**

- Next meeting: April 2, 2008 – 10:00 AM

##### **Finance Committee—(Jones)**

- Reported on today’s meeting – received an extensive report from Ric Maloney and Chief Arend on the utilization of District medic units, costs, revenue, write-offs, collections, etc. Now able to get an accurate accounting.
- Next meeting: March 13, 2008 – 5:00 PM

##### **Policy Committee—(Lawson)**

- Next meeting: February 28, 2008 – 5:00 PM



**BOARD MEMBER QUESTIONS AND COMMENTS:****Valley:**

- Thanked all of the firefighters who have supported the Boot Drive for years. Some have gone out every year to raise money for the Burn Center and everyone should be very proud of this effort.

**Jones:**

- Echoed the same sentiment. The Boot Drive is a great annual event and urged everyone to support it.

**Lawson:**

- Director Kelly's mother passed away and requested a moment of silence at the end of the meeting.
- Thanked Counsel Margarita for volunteering his time on a request he made relative to the United Way Earned Income Tax Credit project.
- Urged everyone to participate in the Boot Drive fund raising project. He will be out there Monday and presented Fire Chief Mette with a donation to the Chief's Challenge.
- Thanked staff for their reports this evening.
- He is a member of the VOAC committee and Metro does participate in the community hearings and works very closely with the Office of Emergency Services to ensure the safety of the constituents.

**Granados:**

- Noted a couple of positive articles in the Sacramento Bee relating to Station 111. Our temporary station is being copied by the Cosumnes Community Services District. We have set an innovative trend.
- Challenging times for the budget. The Finance Committee met and was informed there is about a \$2.8 million shortfall in revenue. The personnel have cut back on overtime and sick time to help reduce these numbers.

**Goold:**

- In addition to the Boot Drive, important to identify there are predators taking advantage through scams. When asked to donate, be educated and make sure the bulk is going to the kids.
- Challenged the District to work more closely with the law enforcement officers.
- Would like to know the number of "field saves" associated with the EMS runs.

**Clark:**

- Thanked the presenters and Color Guard.
- Thanked the Firefighters and personnel for their service.
- Wished everyone a Happy Valentines Day.

**Trujillo:**

- The Fire Dogs and Hogs had a football game. The Fire Dogs finally beat the Sheriffs. Acknowledged coach, Craig Pinnell, and others for a fine job.
- Hoping to go up and be one of the counselors at the Burn Center's Fire Camp.
- Thanked the Girl Scouts for presentation of the Colors.
- Thanked Finance Director Bill Sponable for an excellent financial report.

**RECESS TO CLOSED SESSION 6:20 PM**

[Taken Out of Order After Consent Agenda]

**RECONVENE TO OPEN SESSION 6:28 PM**

Report by General Counsel Margarita:

**CLOSED SESSION GOVERNMENT CODES:****1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to California Government Code Section 54956.9 (a) – One (1) Case

**Todd Stafinbil v Sacramento Metropolitan Fire District**  
**WCAB SAC 0360733 Claim #2007059930**

The Board members present voted unanimously and gave direction to staff to proceed with the settlement negotiations.

**2. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**

Pursuant to California Government Code Section 54956.9(a) – One (1) Case

**Teresa Means-Ferguson vs. Sacramento Metropolitan Fire District**  
**Sacramento County Superior Court Action No. 07AS02810**

No action.

**ADJOURNMENT** – The meeting adjourned at 7:10 p.m. with a moment of silence in memory of Mrs. Kelly.

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Ray Trujillo, President

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Gregory A. Granados, Secretary

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Charlotte Tilson, Clerk of the Board